

St. Agnes Episcopal Church  
Vestry Meeting Minutes  
June 5, 2007

The regular monthly meeting of the Wardens and Vestry of St. Agnes Episcopal Church, Little Falls, NJ opened with a prayer and was called to order at 7:45 P.M.

**Present:** L Barnett, M. Borden, R. Patrick, T. Ploch, S. Schink, W. Drake-Schneider, Daphne Thomas and J. Skal (Treasurer)

**Regrets:** Janet Ceriani and A. Picazio,

**Minutes:** A motion to accept the minutes of the May 1<sup>st</sup> meeting, as corrected, was made by L. Barnett, 2<sup>nd</sup> by M. Borden and approved unanimously.

**Treasurer's Report:** Joan Skal reported that we are 1/3 of the way through the year and our income is at 32% of the budgeted amount. Expenses are at only 23%. A motion to accept the April treasurer's report and file it for audit was made by R. Patrick, 2<sup>nd</sup> by W. Drake-Schneider and approved unanimously.

**Pastoral Report:** The Rev. Schink reported that she had done a pastoral visitation at St. Barnabas.

**Business Items:**

1. **Welcome Susan:** The Wardens and Vestry took the opportunity to officially welcome The Rev. Susan Schink as our new Interim Rector.
2. **Staff Salary Increase:** Following the recommendation of the ad hoc compensation committee, a motion to increase our organist's salary from \$12,000 to \$12,500, our parish administrator's salary by 3% and to hold our sexton's salary at the current level, with all changes effective May 15<sup>th</sup>, was made by M. Borden, 2<sup>nd</sup> by W. Drake Schneider and approved unanimously.
3. **Sexton Discussion:** Linda Barnett and Michelle Borden are going to discuss our changing needs with regard to the position of church sexton. Linda has been working on a revised job description for this meeting. One of the new requirements will be doing secondary snow removal if there is additional accumulation after the initial removal has been completed.
4. **Use of Facilities:** The Rev. S. Schink offered an idea from her previous interim work at Holy Trinity, Hillsdale, where one member of the vestry was a "building use coordinator", responsible for maintaining the schedule of groups using the facilities.
5. **Changing the Locks:** Linda Barnett reported on the locksmith's recommendations for updating our security. He's proposing the re-keying of all doors with 2 levels of security, one general use and one specific, i.e. Boiler room, rector's office, etc. This will involve spending \$748 to change the 22 cores and \$87 for new keys. A motion approving the expenditure of up to \$1000 for this project was made by M. Borden, 2<sup>nd</sup> by R. Patrick and approved unanimously.

Michelle Borden is going to ask SACC if they want to have anything re-keyed at the same time.

We also discussed the need to get copies of the Power Squadron's keys in case we need to get into those rooms in the event of an emergency.

6. Rector's Discretionary Fund: The Rev. Schink explained the importance as well as the theology and guidelines for supporting a Rector's Discretionary Fund. A motion to set aside \$1,000 for her discretionary fund and to designate the plate offering from the 2<sup>nd</sup> Sunday of each month for this purpose was made by M. Borden, 2<sup>nd</sup> by D. Thomas and approved unanimously.
7. Gutters: Henry Birdsall has been contacted about cleaning our gutters, but has not yet responded. Tom Ploch will try to get in touch with him to get this work completed.
8. Treasurer Advisory: It was suggested that the clerk send a list of financial matters discussed at each meeting after the treasurer has left, so that she will be aware of expenses that may have to be met before the complete minutes of each meeting are distributed.
9. Use of Rectory: Wendy Drake-Schneider brought up the idea of using the rectory for the upcoming Vacation Bible School.  
We may want to take the opportunity to do some painting while that building is vacant.  
Linda Barnett offered to donate some furniture so that we could get some use out of the facility. She also has found someone who wants to plant and tend a garden in the backyard. The food grown will be donated to St. Paul's Shelter.
10. Plumber: Tom Ploch had Don Dowling, a plumber, walk through our building as we are planning on using him for future plumbing work. He suggested that we get an architect to draw up plans for handicap accessible bathroom facilities. R. Patrick will contact Vincek & Petrocci, the firm that was recommended by the Bethsaida Team to start the process.
11. Vacation Bible School: Wendy Drake-Schneider reported that V.B.S. will run from Aug 6<sup>th</sup> through Aug. 10<sup>th</sup>, probably as a daytime program. A motion to approve spending up to \$300 for the curriculum materials was made by M. Borden, 2<sup>nd</sup> by R. Patrick and approved unanimously.
12. Acolyte Robes: We discussed the need for purchasing some new acolyte robes. Daphne Thomas will do an inventory of existing robes and do a fitting before we order any new ones.
13. Oil Tank Insurance Contract: We have a renewal notice for oil tank insurance from Charles. Bahr & Sons, our oil company. We will check with Lisa Conti and Joan Skal to find out if we have been doing this and if so, what exactly we are insuring.
14. Treasurer Matters: We are still trying to find someone to assist Joan and Michael Skal with the treasurer's work. Shirley Cox has been working on a spreadsheet that will speed up processing the Sunday offering, but it has not been completed yet. We are also going to ask Joan about providing financial statements from each of our funds as well as an update on where these funds are invested.

15. Coffee Hour: S. Schink plans to pass around the coffee hour sign up sheet during the announcements at this Sunday's service. To keep things simple for the summer, we plan to offer only iced tea and lemonade.

There being no further business, a motion to adjourn was made at 9:40 PM by R. Patrick, 2<sup>nd</sup> by L. Barnett and approved unanimously.

Respectfully submitted by Robert J. Patrick, Clerk

Date of next meeting: Monday July 9, 2007  
w/ SACC at 6:30 PM  
followed our regular meeting